

MINUTES

February Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003

DATE: April 24, 2015

PRESENT: AOR Claire Spence (CS), PM Dane Richardson (DR), Training Officer Evadne Cowell (EC), M&E Officer Jo Anderson-Figueroa (JAF),

DISCUSSION – ISSUES	RESPONSIBLE	DATE
<p>1) Welcome & Call to Order – Dane Richardson : Meeting was called to Order by DR (8:38am)</p> <p>2) Confirmation of Notes and Excuses for Absences The following corrections were highlighted in the notes from the meeting held March 19, 2015 by CS</p> <ul style="list-style-type: none">- The use of the word ‘tenants’ for ‘tenets’ under discussion item 2- The capitalization of the letters A and C in ‘Advisory Committee’ and correction of the phrase ‘Training of Trainers model’ under discussion Item 4- The capitalization of the letters A and C in ‘Advisory Committee’ under discussion Item 5 <p>Excuses were made for MoE Enrichment Specialist, Shauner Murray</p> <p>3) Project Performance Review (DR) a) Update on Current Activities i. Press Event A media announcement around meeting the project target of 95 schools was held on Tuesday, April 21, at Central Branch All Age. DR noted that the event went well and thanked the Project Team, and wider DF team, for the support. The event was picked up in the electronic media on Wednesday April 22 and Thursday April 23 and in the print media on April 24.</p> <p>ii. Enrichment Centre Renovations DR noted that renovations have been completed at 13 of the 14 Cohort 2 Schools. Dane shared the infrastructural challenges with Bryce Primary and the derived</p>		

solution of using a different room. The Foundation will absorb the cost associated with the use of this different space. DR also notes that the MoE has shown avid interest in ensuring that Bryce is able to retain the assistance offered by the Programme in spite of its infrastructural challenges.

Retrofitting works are also complete at six Schools from Cohort 3 and well advanced at three others. DR noted that the remaining two schools, Norman Gardens and Golden Spring, will be delayed due to the scope of work to be undertaken at each site. These Schools, along with Bryce, will be retrofitted last.

iii. Equipment / Material Delivery

DR notes that all Cohort 2 schools, with the exception of Bryce, have received their items. The six cohort 3 schools that have been completed have also received their items.

CS shared her intention to carry out some site visits ahead of approving our next voucher. It was suggested that she visit Bull Savannah in Region 5 and Stony Hill of John Mills in Region 1.

iv. Teacher Training (Evadne Cowell)

On April 7 – 9, Cohort 3's 1st MoE training took place at Shaw Park, Ocho Rios. Evadne notes that Cohort 3 principals made enquiries about attending the training or some other training for themselves. It was shared with them that we hope to have a separate training for them. We are hoping to have the Principals Training July 28 – 30 2015. This will be a 1.5 – 2 day event. Possible topics to be examined include leadership training; roles and responsibilities of each stakeholder, securing items provided, and backward linkages with feeder schools.

On April 28-29 (next week Tuesday / Wednesday) we will have Cohort 2 in-service teacher training. This will be executed by Cecille Young, Region 6 Literacy Coordinator, to address gaps identified on site visits to Project Schools (CS will try to attend)

We are hoping to have cohort 2's second MoE training July 1 – 3, probably in Ocho Rios

v. Site Visits for additional 7 Enrichment Centres

DR shared that the team visited 9 schools in region 6. He reiterated the reasons for focusing on this region. He noted that the team felt positively about all the schools visited. The follow up action is to discuss the visited schools with MoE in order to prioritize the schools to be shortlisted for approval. DR notes that if there are budget

savings on either USAID or DF side, we will try to accommodate all 9 schools. CS noted that Cross Primary had a loss of a USAID provided computer without a convincing reason for why and that this can have implications for the project as all losses / stolen items must be reported to Washington.

CS raised the issue of discussing securing items at the Principal training. She also queried who is responsible for the items provided and in the Centres and Carts eg. Who takes inventory, who notes that items are not removed from the EC/MEC DR noted that the Education Officers in charge of the schools can be engaged to assist in monitoring the use and security of items provided but that this may prove challenging.

vi. Staff Recruitment

DR reiterated that we no longer have an accountant and that HR has shortlisted candidates, Kevin Thompson is working with us in the interim. With his assistance, we submitted our latest voucher and tax report.

We have also shortlisted potential procurement officers and are hoping to do interviews this week.

The position of Parent Specialist has generated a lot of interest. A first round of shortlisting has been done for this position

vii. Draft Annual Report

The 1st draft is complete. We are revising ahead of sharing for feedback. This is due the end of April.

b) Plans to end of quarter

i. Mid-line assessments of sample schools using ERIA

The team will be visiting the schools from the representative sample to conduct mid-line ERAI assessments in order to report on USIAD standard indicator concerned with the % of students reading at grade level after two years of primary school education.

ii. Teacher Training preparation for Cohort 2

Addressed above.

iii. Summer Schools Preparation

DR notes that we would like to have a conversation around what preparations can be made ahead of approval for the funding of this extension to the programme. CS notes the largest areas of work will be establishing curriculum, choosing and schools and recruiting teachers. She shared that funding should come on line by mid-May. She advises us to move forward with planning noting that the funds will be made available. She also invited the team to attend one day of Camp Summer Plus to see

<p>how it runs.</p> <p>iv. Considerations: Principals Forum As addressed above</p> <p>v. Press Events</p> <p>⇒ Wilson's Run Enrichment Center Opening / Read Across Jamaica Day Tues May 5, an invitation was extended to the USAID team.</p> <p>⇒ Principals Day, May 1, Dane notes that the new Principal at Stoney Hill, Mr. Harvey Brown has an interesting personal story and plans for the school. We are looking at doing a quasi-feature on him</p> <p>4) Review of Project Documents</p> <p>a) Year 3 Work Plan CS noted this is a solid work plan for going forward. The preamble was revisited with corrections made on the spot. The team also reviewed queries to the Program Description by N. Graber with SC.</p> <p>b) Draft Sustainability Plan CS stated that this is a good draft attempt noting that any gaps stem from a lack of information. These will be filled in once the MoE representative comes on board. CS noted that the plan however, needs a legend for acronyms Other changes were addressed on the spot. This draft will be shared with Judy via Jose Nunez, by Claire with the caveat that this is a draft, in preparation for the first meeting. It was clarified that we believe the position of the MoE EP specialist has been institutionalized into the Ministry, and thus</p> <p>viii. AOB</p> <p>None</p> <p>Next meeting May 22, 2015 Meeting Adjourned 10:02am</p>		
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DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
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1. Financial Reports			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accurals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/2014 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			

b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			